

CONFIDENTIAL

MAR 31 1953

MEMORANDUM FOR: Assistant Director (Personnel)

SUBJECT : Personnel Statistical Reports

REFERENCE : Report of Separations for February 1953

1. Review of the February 1953 Report of Separations reveals the inclusion of a substantial number of exit interviews pertaining to persons whose separations were effected during January 1953. The addition of 55 such cases to the true separation figure for February distorts the separation and turnover data presented in the February Monthly Personnel Statistical Review prepared by your Office.

2. It is requested that the necessary steps be taken by your Office to insure against recurrences of discrepancies of this kind.

15/
L. K. WHITE
Assistant Deputy Director
(Administration)

1 Att - Listed in Reference

SA/DDA:DCK:jeb

cc: DD/A chrono

DD/A subject "Personnel-Statistics" ✓

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